



Special Event Permit

Issued by the City of Springfield, MO

Drury Fireworks – End of Year Celebration

Approved event scheduled for:

Date: May 11, 2021
Time: 9:00 – 10:30 p.m.
Location: Drury University
900 N Benton Avenue
Est. Attendance: 800

Approved by:

Sharon Spain

Special Event Permit Coordinator

Date Approved:

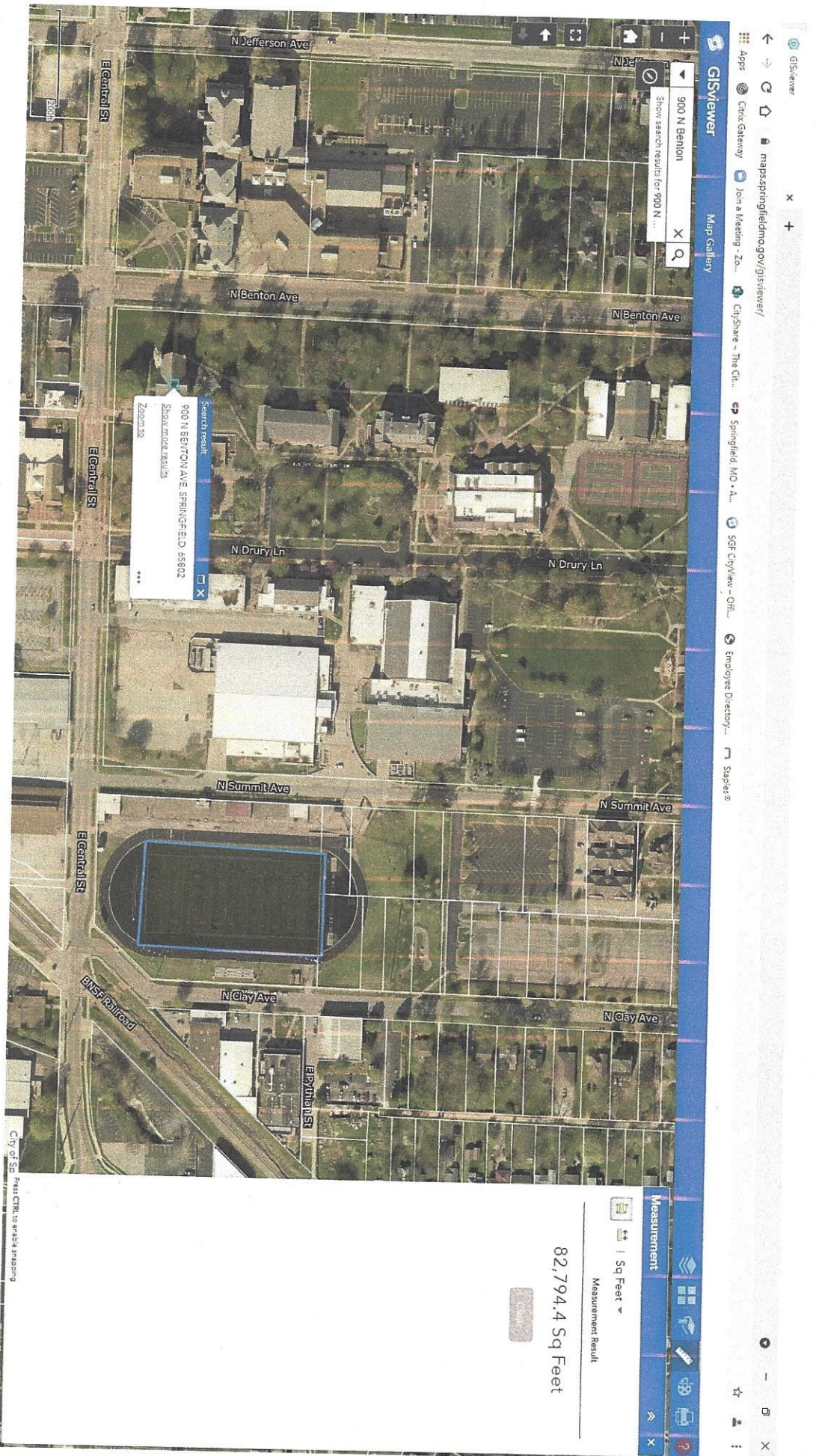
4/28/21

CONDITIONS:

- Event must comply with most current recovery orders involving masking and social distancing. **(Contact tracing information is not required at this time.)**
- **Capacity of event space is limited to 1,379 individuals at one time.** Monitoring of crowd size is required so as not to exceed capacity limit.
- **Fireworks Permit issued: FWK2021-00001**
- If barricades are required for road closures and they must be readily movable in the event of an emergency to allow emergency vehicles to enter the area.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at bspence@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.

Drury Fireworks – End of Year Celebration



Capacity = 1,379

82,794 sq. ft. / 30 = 2,759

2,759 x .50 = 1,379

Bay Hall / Welcome Center

Other buildings

- 1 Stone Chapel
- 2 Burnham Hall
- 3 Parsons Hall
- 4 Parsons Hall
- 5 FW, Olin Library
- 6 Lay Hall
- 7 Mabey Performing Arts Center:
- 8 O'Bannon Music Center
- 9 Clara Thompson Hall
- 10 Lydy Hall
- 11 Sunderland Hall
- 12 Historic President's House
- 13 Manley Hall
- 14 Den and Ruth Martin
- 15 Alumni Center
- 16 Jefferson Park
- 17 College Park
- 18 Springfield Police Department Substation
- 19 Community Center
- 20 Sigma Pi House
- 21 Kappa Alpha House
- 22 Lambda Chi Alpha House
- 23 Sigma Nu House
- 18 Congregational Hall
- 19 The Personage, Honors House
- 20 Summit Park
- 21 Smith Hall
- 22 Wallace Hall
- 23 Findlay Student Center
- 24 a D/Cycle entrance
- 25 Freeman Panhellenic Hall
- 26 Hutchens HPER
- 27 Weiser Gymnasium
- 28 Barber Fitness Center
- 29 Springfield Hall
- 30 O'Reilly Family Event Center
- 31 Breech School of Business Administration
- 32 a Wilhoit Theatre
- 33 Harrison Stadium
- 34 Theatre Shop
- 35 Pool Art Center
- 36 Facilities Services
- 37 Robert Warnack
- 38 Faculty Studios
- 36 Curry Sports Complex
- 37 Drury Recycling Center
- 38 Drury Law Enforcement Academy
- 39 Hammans School of Architecture
- 40 Trustee Science Center
- 41 Drury Diversity Center at Historic
- 42 Washington Avenue Baptist Church
- 43 Shewmaker Communication Center
- 44 University Suites
- 45 Rose O'Neill House

Residential Parking

- A Freeman
- B Smith
- C Wallace
- D College Park

Non-Residential Parking

- 1 Central
- 2 Spewmaker
- 3 Hammans
- 4 HPER
- 5 Webster
- 6 Benton
- 7 Summit
- 8 Clay
- 9 Personage
- 10 Facilities
- 11 Springfield
- 12 O'Reilly

Visitor parking

Visitor parking is available on Drury Lane and Burnham Circle. Visitor permits are available at:
 Admission Office (Bay Hall)
 Security sub-station (College Park)
 Security Office (Findlay Student Center)
 Without a valid visitor permit you are limited to 90 minutes of parking.

Fireworks will be set up in lot 7 and spectators will be inside Harrison Stadium



DRURY
 UNIVERSITY
 900 NORTH BENTON AVENUE
 SPRINGFIELD, MISSOURI 65802

Printed on recycled paper

Spain, Sharon

From: noreply@civicplus.com
Sent: Thursday, April 8, 2021 1:53 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.

This will be an outdoor event. Masking and social distancing will be required. This event will be for Drury students, faculty and staff only. Outside guests will not be allowed. We will check in our guests obtaining names and phone numbers, and do temperature checks. Drury ID will be required. Drury staff will be on hand to ensure social distancing and masking. Drury does in house contact tracing for our students, faculty and staff.

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.

This will be an outdoor spectator event and there will not be any areas that need to be sanitized. We will have hand sanitizer available at check in.

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?

Yes

| | |
|---|--|
| Organization Name | Drury University |
| Address | 900 N. Benton |
| Contact Name | Field not completed. |
| E-mail Address | jstewart012@drury.edu |
| Home or Desk Phone | 4178736919 |
| Cell Phone | Field not completed. |
| Fax | Field not completed. |
| Second Contact Person | Field not completed. |
| E-mail Address | Field not completed. |
| Home or Desk Phone | Field not completed. |
| Cell Phone | Field not completed. |
| Fax | Field not completed. |
| Promoter, if different from Organization, & Address | Field not completed. |
| E-mail Address | Field not completed. |
| Home or Desk Phone | Field not completed. |
| Cell Phone | Field not completed. |
| Fax | Field not completed. |
| Event Information | |
| Event Name | End of year celebration |
| Event Description | Other |
| Please upload 501(c)(3) documentation if required. | Field not completed. |
| If you checked Other above, please describe. | We plan to have a fireworks show for our current students. There will be no food or vendors at this event. |
| Event Date(s) | May 11, 2021 |
| Alternate Event Date(s) | Field not completed. |
| Event Location | Private Property (Please indicate address below) |

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract,
certificate of insurance for a \$1 million general liability policy naming the City as an
additional insured and the completion of a hold harmless agreement for any action
arising out of your use of the property. If liquor is sold or served, please request a
letter from the City Manager granting permission for such use on public property.
Once that permission is granted, the City Licensing Department is notified and will
proceed with the liquor catering/picnic license process. The state will issue that
license. This entire process could take 5-10 business days. Liquor Liability (\$1
million policy) For events selling or serving alcohol, each liquor vendor is required
to provide liquor liability insurance naming the City as an additional insured is
required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street 900 N. Benton

Event Address & Zip 900 N. Benton Ave, Springfield MO

Note: If this event will take place solely in a Springfield-Greene County Park, please
call 417-864-1049 to reserve the park facilities.

Is this a charity event? No

Organization benefiting
from proceeds Field not completed.

% of proceeds being
donated 0

Is this a first-time event? No

If no, what was the last year
the event was held? 2019

Please list any variations
from the last year the event
was held. This event will be on a smaller scale than our annual New
Student Orientation event held each August. We plan to have
fireworks only for our current students.

Event Operations

Event Set Up Starts: 5/11/2021 9:00 AM

Event Set Up Complete By: 5/11/2021 5:00 PM

Event Start: 5/11/2021 9:00 PM

Event Close: 5/11/2021 10:30 PM

Event Teardown Starts: 5/11/2021 9:45 PM

Event Teardown Complete
By: 5/11/2021 10:00 PM

Estimated Attendance Per Day **800**

Will this event be open to the public? Invitation-only

Will you be charging admission? No

Will you be accepting donations? No

Are you wanting to close a City street for your event? Yes

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. Our campus assigned Springfield Police Officers will block off a portion of Summit Ave. between Central and Calhoun street for approx. 30 minutes while the fireworks are set off.

From: 5/11/2021 9:00 PM

To: 5/11/2021 9:30 PM

Upload Event Route *Field not completed.*

Food will be Neither

How will food be prepared? *Field not completed.*

Please list the contact information for each temporary food vendor that plans to serve food at the event.

Food Vendor 1: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number ~~4178736919~~

E-mail address jstewart012@drury.edu

Will more than one food vendor be serving food at the event? No

Will electricity be provided to the food vendors? No

Will alcoholic beverages be available at your event? No

Alcoholic beverages will be *Field not completed.*

What type of alcoholic
beverages?

Field not completed.

Please provide the address
at which alcohol will be
sold, given away and/or
consumed.

Field not completed.

Name of business or
organization that will be
responsible for obtaining
any necessary liquor
permits, such as catering or
picnic permits from the
state of Missouri.

~~MO~~

Alcohol Will Be Served
From:

Field not completed.

To:

Field not completed.

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live
entertainment, music or
amplified sound at your
event?

No

If so, will stages be built?

No

How many?

Field not completed.

Performances will start
and conclude

Field not completed.

Field not completed.

Will tents be erected for
your event?

No

If you checked Yes,

[click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event?

No

How will you get electricity to your event?

Utility power

Will access to water be required for the event?

No

Will restroom facilities be required for the event?

No

Have you arranged for security at your event?

Yes

If so, who will be providing security? Please provide Organization, Address and Phone.

Drury Safety and Security and our on campus Springfield Police Officers will be present.

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services.

We will call 911 in the event of an emergency. We also have on campus police officers and campus safety and security.

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event.

Campus facilities will take care of trash removal.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.

N/A

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance [COI 3-31.pdf](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. [Campus Map - fireworks lot 7.pdf](#)

Signature By checking this box and typing my name below, I am electronically submitting my signature.

First Name Jennifer

Middle Initial *Field not completed.*

Last Name Stewart

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)